

How to reserve a meeting room

To reserve a seminar room in McGuffey Hall, contact Sharron Roberts (207 McGuffey Hall), either by email at roberts@muohio.edu or by phone at 529-6317.

To reserve a classroom anywhere on campus, you need to fill out the form on the Registrar's website.

Go to www.muohio.edu/registrar

Click on Room Scheduling

Click the link that says "To request academic classroom space"

Follow the directions in the form.

Note: you need to do this well ahead of when you need the room.

If you have an EMERGENCY and need a room immediately, you can call the room scheduling office: Cynthia Henry is at 529-8753; however, it is preferable to use the form.